

PROCEDURE for Revision of E-Plan (Private Development)

Public Service Department - Division of Design & Construction Columbus, OH

1. For revision to a (Private Development) E-Plan, the Engineer is to contact Steve Thompson or Mark Richard, Division of Design and Construction, Plan Review Section (Private Development) located at 757 Carolyn Ave to advise them of the Project, E-Plan #, purpose of revision, change(s) anticipated, and City reviewing agencies affected.
2. Submit the following items to 757 Carolyn Avenue for review of proposed E-Plan Revision:
 - a. Transmittal sheet with contact information, list of documents, and purpose of revision.
 - b. CD with PDF or TIFF images of the plan set with "red-line" prints. Include on the CD electronic images of the PLAT when the revision is for a "Residential Subdivision".
 - c. Minimum one (1) set of "red-line" prints of the proposed revision. Multiple sets (one for each agency) will be required on complex revisions for distribution to other review agencies. The red-lines should include ALL affected sheets of the plan set (including the title sheet with the revision description).
 - i. The revised item(s) shall be ballooned and notated with the triangle/revision # (if plan was previously revised, remove any balloon from previous revision(s) but maintain the triangle w/ previous revision #).
 - ii. The Title Sheet Revision box should be completed with the triangle/revision #; brief description of change; and sheets affected. The INITIAL and DATE will be completed when the changes are approved on the mylar.
 - iii. For each revision, the revised sheet(s) shall have the triangle/revision #, date, and brief description of change made to that sheet.
 - d. One (1) clean set of the original plan set.
 - e. Any other documents (for example new easements if required, etc.)
3. If the "red-lines" are returned with comments, then an update of the red-line should be re-submitted with the previous review set(s) for another review. If the review has no comments, then the revisions can be made to the mylar sheets.
4. Notify Steve Thompson or Mark Richard, by e-mail, when you are ready to have the original mylars retrieved from permanent file for update. You will receive an email* confirmation from them when the mylars are available at 757 Carolyn Avenue.
(* email to Engineer w/ copies to MARichard or SDThompson, WAWarner, DETobias, PLJansons, WHGray, DMPanko)
5. Contact Steve Thompson or Mark Richard to schedule a meeting time at Carolyn Ave. and bring:
 - a. CD with TIFF of each sheet (other than the Title Sheet) that have been revised.
 - b. A check (\$100 per revised sheet, include title sheet in the count) payable to "Treasurer - City of Columbus".
 - c. Revised mylar sheets AND the red-line check prints.
6. At Carolyn Ave,
 - a. The original mylar plan set will be available.
 - b. The Engineer will (permanent) ink on the revision number, description, date, and any change on original mylar "Title Sheet" and substitute the Revised mylar sheets into the remainder set.
 - c. The Plan Revision Block will be initialed by each Division's representative located at Carolyn Ave that is affected by the change. (Note: depending on the complexity of the revision and agencies involved this may require your return once all initials are obtained.
7. The **updated mylar set and CD** will then be delivered by Division of Design and Construction staff at Carolyn Ave. to the Downtown offices (Pam Jansons/Don Tobias) to be scanned. The scanned mylar Title Sheet will then be sent to the Engineer with instructions on how many print sets of the revised plan are to be delivered to Construction @ 1800 E. 17th Avenue for inspection. Revised mylar set will be re-filed for permanent storage.

Contact Information - City of Columbus, Division of Design and Construction:

Steve Thompson	757 Carolyn Ave	724-2021	SDThompson@columbus.gov
Mark Richard	757 Carolyn Ave	645-5675	MARichard@columbus.gov
Bill Warner	1800 E. 17 th Ave.	645-7990	WAWarner@columbus.gov